



BUSINESS CONTINUITY PLANNING Certificate of Appointment Emergency Services Coordinator

State Agency, Board or Commission:

Organization: _____

Authorizes the appointment of the following individual as the agency Emergency Services Coordinator:

Name: _____ **Regular Position:** _____

E-mail Address: _____ **Phone Number:** _____

Mailing Address: _____

Reports To: _____ **Phone:** _____

Effective Period for Appointment: _____

Model duty description for an Emergency Service Coordinator

The incumbent has received an additional duty assignment as the agency, Emergency Services Coordinator (ESC). Primary duties will focus on the development of agency Business Continuity Planning according to the criteria established by the state. The ESC will successfully coordinate the development of the annual revision to the agency plan, attend orientation and training sessions and participate in other related support activity.

As the appointing authority, I understand the agency's commitment to BCP and the responsibility to support this individual in the duties associated with the position of Emergency Program Coordinator.

Appointing Authority Signature: _____ **Date:** _____

The Arizona Department of Emergency and Military Affairs (DEMA), the Arizona Department of Administration (ADOA) and the Government Information and Technology Agency (GITA) are working collaboratively to assist state agencies, boards and commissions in developing their Business Continuity Plans.

For comments, questions or information about this document, agency planning initiatives or the state *Business Continuity Planning Program* please contact Ms. Cynthia Jensen, DEMA, Business Continuity Planner at (602) 231-6204 or cindy.jensen@azdema.gov.

Please return this form no later than April 30, 2005

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PREPARED BY:

**DEPARTMENT OF EMERGENCY & MILITARY AFFAIRS
ARIZONA DEPARTMENT OF ADMINISTRATION ♦ GOVERNMENT INFORMATION TECHNOLOGY AGENCY**